

## **University of Alberta HSMUN 2010: Expectations for Staff and Executive Volunteers**

The annual HSMUN conference is a much-anticipated event by both high school delegates and university staff with good reason. The conference never fails to be full of intelligent (and sometimes not-so-intelligent) hijinks and diplomatic intrigue. The bottom line is we want delegates to learn something about international relations and the UN but have fun while doing so. With that in mind, we rely on our staff to be like good camp counselors, building delegates' knowledge, confidence and awareness, while also letting them enjoy their experience, make new friends and lasting memories. It's a corny analogy but a fitting one because in the end, this conference is for the delegates, not us and we are responsible for preparing them for, and guiding them through the conference experience. With this in mind the following are the basic expectations we have for all our volunteer staff, as well as what you may expect from our executive.

### **Staff Expectations:**

- 1. Attendance at pre-set meeting dates is MANDATORY unless we are made aware of circumstances during the interview process.** Work is not an acceptable excuse after that point.
- 2. Any pre-conference duties, as specified in the original staff positions, must be fulfilled.**
- 3. We aim to make this a positive experience for ALL delegates and staff, so please have fun but not at the expense of any other conference participants. Humor is awesome, cruelty is not.**
- 4. If you need help, ask the executive.** If you don't understand your topic, your assigned task, the conference, how to research, or the UN, ask us. If you can't meet a deadline, can't make a meeting, are having issues with other participants, or have a great idea, talk to us.  
**Communication is our biggest expectation because this conference does not run because of isolated volunteers, it runs because we work as a team.**
- 5. Be willing to learn.** A large part of HSMUN for delegates AND staff is research. While we don't need you to become experts over the next few months, we hope you will take some time to learn about the UN and the topics relevant to your position, whatever those may be.

### **Executive Expectations:**

- 1. To the best of our abilities we will set and communicate meeting dates as far in advance as possible. Major meeting dates will be set before the interview process.**
- 2. Staff expectations and duties will be made as clear as possible during the interview process and orientation meeting.**
- 3. We aim to make this a positive experience for ALL delegates and staff. We will have fun, but not at the expense of any of the conference participants. Humor has its place, but so too does responsibility.**
- 4. We will always be available to help and listen. HSMUN is a communal project and we will be clear and open in our communication with staff, delegates and teachers.**
- 5. We will facilitate learning to the best of our abilities for both staff and delegates.** We fully admit we are far from being experts ourselves but we will endeavor to grant access to a variety of resources including University faculty members. We will also support learning by helping develop research skills and knowledge of international affairs.
- 6. We will happily provide references upon request.** We value our volunteers and if you need references, etc. we will do our best.